



# DEPARTMENT OF CONSERVATION

## DIVISION OF RECYCLING – PARTICIPANT MANAGEMENT BRANCH

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June 25, 2009

To: All Beverage Manufacturers and Distributors:

The Division of Recycling (DOR) is excited to announce that the DOR Integrated Information System (DORIIS) is now LIVE and accessible!

DORIIS allows you to enter and submit CRV and Processing Fee reports online and view your reporting and payment history.

### ACCESSING DORIIS

The first step in accessing DORIIS is to submit a [Portal Access Request \(PAR\) Form](#). A completed PAR Form is required for each user that will need access to DORIIS. Please print out, complete and mail in your original PAR Form, **with original signatures**, no later than July 20, 2009 to obtain user access for the June 2009 reporting due dates. Please mail the original, signed PAR Form to:

Department of Conservation  
Division of Recycling  
Client Services Section MS 14-35  
Sacramento, CA 95814

### TESTING CONNECTIVITY

Please test your connectivity to DORIIS as well. This test will ensure your computer and network connections are properly configured to provide you with access to the DORIIS online portal. To test your access to DORIIS, simply follow the link below:

<https://doriis.ca.gov>

**If you are able to view the DORIIS home page via the internet (not this email), your access is successful.** You may want to bookmark this site for future reference. However, if you are unable to reach the following screen, please [click here](#) and select “Test your access to DORIIS” for a troubleshooting instruction sheet. Please note that you will receive your username and password within two weeks after submitting a PAR form.

**TRAINING**

The Division conducted training on using DORIIS. You may access a previously recorded training session at this link. <http://www.conservation.ca.gov/dor/doriis/Pages/md.aspx>

Sincerely,

Client Services Section